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Approved For Release 2003/12/03 : CIA-RDP55-00037A000200020013-0

1 October 1953

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Report #39  
Assessment and Evaluation Staff  
23-29 September 1953

I. NEW ACTIVITIES

1. Office of the Chief

a. Consultations are going on between [ ] and Chief, A & E, concerning the problems involved in testing JOT's with particular reference to developing some method whereby there will be less delay between initial recruiting and the testing.

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2. Assessment Branch

a. Assessment cases scheduled for the week . . . . . 3  
b. Assessments performed . . . . . 3  
c. Assessment cases written . . . . . 8  
d. Assessment cases to be written . . . . . 6  
e. Professional trainee (JOT) tests administered . . 2  
f. Language tests administered . . . . . 9  
g. Cases scheduled for the future:  
    Assessment . . . . . 7  
    JOT . . . . . 2  
    Language . . . . . 16  
h. Pre-training and EOD test batteries administered 62

i. [ ] began his period of annual leave and leave without pay on 25 September, to complete work toward the Ph.D. His request to use material collected during his overseas assignment has been denied by Security. Implications of this decision for the professional staff are being carefully studied.

j. [ ] Test Administrator, has submitted her resignation, effective 23 October.

3. Training Evaluation Branch

a. Discussion was held with [ ] concerning his problem in obtaining evaluations of JOT's from various supervisors. Agreement was reached that in his situation it would be most satisfactory for him to get answers to a fairly standard list of questions through a personal interview with the supervisor.

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JOB NO. [ ] BOX NO. [ ] FUD NO. [ ] DOC NO. [ ] NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: IS S C RET. JUST. ZZ  
NEXT REV DATE 89 REV DATE 9/1/79 REVIEWED [ ] TYPE DOC. 02  
NO. PGS 6 CREATION DATE [ ] ORG COMP [ ] CPT [ ] ORG CLASS S  
REV CLASS C-REV COORD. [ ] AUTH: HR 70-3

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b. Experimentation has begun on various ways of reporting material to supervisors. In some instances, special memoranda have been attached to the training evaluation report. In one instance, an interview has been conducted with the supervisor, personnel officer, and administrative officer concerned. In this particular instance, it turned out that the problems suggested by the training evaluation report were confirmed in the individual's behavior on the job.

c. The workshop for the development of special training evaluation procedures for BIC(I) began on Monday, 28 September.

d. Training evaluation reports for the following courses were distributed during the week. The number of reports disseminated is shown opposite the name of each course.

Administration Course #47 . . . . .	22
BIC(I) #11 . . . . .	53
Clerical Induction Course . . . . .	39

e. [ ] returned to the office on Tuesday, 29 September, after completing Phase II and a week's annual leave.

#### 4. Research and Validation Branch

a. Procedure for an initial study of the foreign language aptitude testing program has been worked out with [ ] staff.

## II. OLD ACTIVITIES

### 1. Office of the Chief

a. An SOP establishing the procedures for managing the wide variety of A & E projects has been prepared and distributed.

### 2. Assessment Branch

a. Copies of the monthly report are attached.

### 3. Training Evaluation Branch

a. Copies of the new training evaluation reports for BIC(I) and BIC(CS) are attached.

[ ]

Chief

Assessment and Evaluation Staff

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